2013-2014 SPD Training Catalog

This catalog consists of twenty-eight (28) courses that are available for all agencies. Most courses are available for self-enrollment in ELM and listed under the SPD category.

> ➢ You can locate these courses by logging into ELM (www.in.gov/spd/instep) and then follow the navigation**: ELM/Main Menu/Self-Service/Learning/Browse/SPD/courses are in alpha order**

> ➢ Courses marked with an * are subject to supervisor approval. Courses marked with an ** are subject to supervisor and course administrator approval.

CBT= Computer based training (launch immediately) ILT= Instructor led training (view availability online)

Course Code	SPD Course Catalog	Course Description	Course Type	Course Length
SPD_00004	ADA: Americans with Disabilities Act	This course provides managers and supervisors with an overview of ADA, define reasonable accommodation, and identify employee/supervisor responsibilities	ILT/CBT	3 hour/1 hour
SPD_00018	Administrative Investigations	This course is a must for HR Practitioners. Participants are able to identify different types of investigations, learn and/or hone investigative techniques, understand & avoid pitfalls of investigations & become familiar with a revised report format. *(Available by request only)*	ILT	3 hour
SPD_00070	Coaching for Improvement: A Primer for Managers and Supervisors*	A basic guide for supervisors about the purpose and elements of using performance management and disciplinary action to correct performance and behavior issues of employees in the state civil service.	CBT	30 min
SPD_00069	Disciplinary Actions in the Classified Service*	A guide for supervisors of employees in the classified service about just cause, elements and types of discipline, and the predeprivation procedures required for employees in the classified service.	CBT	1 hour
SPD_00079	Drug/Alcohol Testing Program – Training for Designated Employer Representatives (DER)*	This training course guides the Designated Employer Representative (DER) through the procedures in coordinating the administration of the State of Indiana CDL (Commercial Driver's License)/TDP (Testing Designated Position) drug/alcohol testing program. The DER is a designated HR/Management employee that is responsible for being the local contact for the State's third party administrator of drug/alcohol testing program. *(Available by request only)*	CBT	4 hour and 20 min
SPD_00081	Drug/Alcohol Testing Program – Awareness Training for Supervisors*	This class is designed to meet the DOT supervisor training requirements for individuals who supervise employees with a CDL license and who are responsible for identifying behavior associated with drug and alcohol use.	CBT	3 hour
SPD_00011	Effective	The interactive class is designed to define and sharpen your basic	ILT	3 hour

	Communication*	communication skills. Problems and solution to everyday situations that lead to communication breakdown will be discussed.		
SPD_00075	E-Orientation	This course provides a new employee with information on our state health coverage, state policies and procedures, our performance management process and much more to help you integrate into our organizational culture. *(Available by request only)*	CBT	3 hour and 30 min
DHS_00005	ENHANCE CPR*	The goal of ENHANCE is to train state employees in the proper usage of the campus Automatic External Defibrillators (AEDs), Cardiopulmonary Resuscitation (CPR) and First Aid.	ILT	7 hour and 30 min
OIGETHICS	Ethics	The public most often only hears about the misconduct of government employees, but we know that most employees of the Executive Branch of Indiana government are hard-working, ethical people. Realizing this, this training strives to share with you what the ethics rules are. We believe that most state workers will make ethical choices if they just know what the rules are. To those few who do not aspire to these goals, the reason for taking this training is that it is an ethics violation to refuse training and the failure to take it could lead to an ethics complaint filed with the Ethics Commission. *(Automatic enrollment at time of hire and 2 year cycle)*	CBT	20 min
SPD_00021	Evaluating Performance*	This course provides an overview of the third phase of the performance cycle, reviewing and evaluating performance. *(Available in Fall only)*	ILT	3 hour
SPD_00002	Family Medical Leave	This course helps employees and managers better understand FML qualifications, rights and responsibilities related to FML, and how FML coordinates with other leaves.	CBT	1 hour
SPD_00066	Goal Setting for Managers and Supervisors*	This course provides managers and supervisors with an overview on setting SMART goals and an opportunity to improve skills required for this portion of the performance management process. *(Available in spring quarters only)*	ILT	3 hour
SPD_00057	Information and Records Management*	Effective records management is an obligation for all state agencies. This course stresses the use of information as a resource and information technology as a tool to help agencies fulfill their missions.	ILT	3 hour

IOT_00003	IRUA	Information Resources are provided by the State to support the business of state government. (The term "Information Resources" includes all state hardware, software, data, information, network, personal computing devices, phones, and other information technology supported by the Indiana Office of Technology (IOT).). To use Information Resources, you agree to adhere to the provisions of this agreement, which are established to ensure security and inform you of the conditions of use. *(Automatic enrollment at time of hire and 2 year cycle)*	CBT	20 min
SPD_00061	Onboarding	The State Personnel Department has designed Onboarding to facilitate your transition into state employment and provide information on preparing for successful integration into your agency as you become a part of our high-performance work team. *(New hire enrollments only)*	ILT/CBT	7.5 hour
DOL_00001	OSHA Recordkeeping*	This course takes the participant through the requirements of OSHA's Recordkeeping Rule, classification of work-related injuries, exceptions to the rule and better prepare them to accurately record work-related injuries and illnesses.	ILT	3 hour
SPD_00067	Performance Management Overview for Civil Service Employees	This training explains the Performance Management system for all state employees.	CBT	1 hour
SPD_00074	Personal Accountability*	This training takes a look at the importance of personal accountability to organizational success and how to think and act in ways that create a proactive working environment.	ILT	3 hour
SPD_00068	Personnel Laws, Rules, and Policies	A brief overview of the major laws, rules, and standardized policies that govern state employment.	CBT	1 hour
SPD_00056	Pre-retirement Seminar*	This program is designed to assist state employees with advance retirement planning by providing information useful in making informed decisions. *(Available once in the Spring and Fall)*	ILT	7.5 hour
SPD_00009	Professional Customer Service*	Participants learn about basic customer service concepts: • How poor customer service impacts agency and personal performance • Customer expectations • How to deliver quality customer service interactions • Serving customers with special needs	ILT	3 hour
SPD_00071	PS Talent Manager For Hiring Managers (UPK)**	The Talent Acquisition division has developed a tutorial training to simulate tasks for the hiring manager. Each module needs to be launched for this training to be successfully completed. Once you have completed the training you will be assigned appropriate access in 24-48 hours. *(Course is subject to supervisor approval and then course administrator approval)*	CBT	1 hour

SPD_00029	Selection and Interviewing for Managers and Supervisors*	This course teaches the steps in the employment/hiring process. It includes the following topics: • Overview of the employment process • Pre-screening applicants • Reviewing job descriptions • Developing behavioral and situational based interview questions • Assessing the legality of interview questions • Setting up for the interview • Conducting effective structured and panel interviews	CBT	1 hour
SPD_00050	Sexual Harassment Prevention	This program is designed to bring awareness of what sexual harassment is and its potential impact on job performance. *(Course is delivered during Central Office Orientation)*	ILT	1 hour & 15 min
SPD_00001	Sexual Harassment Prevention Refresher	This course provides State of Indiana employees with a refresher of concepts provided in the classroom session of Sexual Harassment Prevention. *(Course is required every calendar year)*	CBT	30 min
SPD_00030	STD/LTD and Worker's Comp*	This course teaches human resource and payroll representatives about the filing and administration of group Disability and Worker's Compensation claims for their agencies' employees.	ILT	3 hour
SPD_00017	Time Management	This course provides a smorgasboard of tips and tools to improve personal and business time management strategies.	CBT	1 hour
SPD_00083	Title VII for Managers and Supervisors*	Web-based training for supervisors and managers regarding rights and responsibilities under Title VII. This training can help state agencies meet conciliation training requirements mandated by EEOC.	CBT	1 hour